

Indiana Memory DPLA Service Hub Advisory Committee

1:00 p.m., Friday, July 24, 2015

In Attendance: Meaghan Fukunaga, Joan Hostetler, Amanda Hurford, Samantha Norling, Kristi Palmer, Connie Rendfeld, Jacob Speer, Lydia Spotts, Susan Sutton (proxy for Suzanne Hahn), Martha Weirich, and Curt Witcher.

Attending by Phone: Larry Oathout, Alexander Papson, and Madeline Sheldon (proxy for Brad Eden).

Guests: Victoria Duncan, Janice Gustafarro, and Wendy Knapp.

Mr. Speer called the meeting to order at 1:00 pm and requested a volunteer to act as meeting recorder. Ms. Hurford volunteered.

The agenda was approved by consent.

Report from the State Library

Ms. Rendfeld reported that she has received signed agreement forms from 33 organizations for 131 collections.

The State Library is working to update the current agreement form. They will add digital collection contact information and collection URL.

The next metadata harvest to DPLA will be in September.

ISL-sponsored digitization workshops called *Using PastPerfect to Digitize Your Collections* are being offered in an effort reach out to local historical societies and museums.

A collaborative digital preservation solution is in development (an LSTA grant to ISU), which will involve membership in the MetaArchive Collaborative. Educational workshops in the fall will be held, as well as a meeting of a working group to develop policies and procedures.

Ms. Rendfeld requested volunteers to help check the metadata of IN-DPLA participants to ensure adherence to DPLA metadata standards. This should be done in advance of the next metadata ingest.

Mr. Speer reported that the relaunched INSPIRE database includes more prominent access to Indiana Memory and Hoosier State Chronicles.

The next round of digitization grants from the ISL will be announced in December. The Indiana Historical Society will be offering grants to local organizations as well.

Old Business:

A governance document draft was presented by the Governance Subcommittee. Clerical amendments were suggested, as well as the inclusion of two at-large members of the Executive Council to be elected by the full council. Mr. Witcher moved to approve the document with amendments and Ms. Palmer seconded. The document was approved unanimously. Mr. Speer will send an email seeking nominations for officers following the meeting.

Drafts of a step-by-step guide and FAQ were presented by Ms. Norling on behalf of the group that developed the documents. Ms. Norling will share the link to the GoogleDocs of these documents with the Advisory Committee. The completed documents will be added to the WordPress site and sent to ISL for posting. The Outreach Committee will assume responsibility for maintenance of these two documents.

Ms. Gustafarro presented draft metadata mapping recommendations from the Metadata Subcommittee. The Advisory Committee suggested the inclusion of additional information such as expanded notes and demarcation of repeatable fields. It was moved by Ms. Hostetler and seconded by Ms. Hurford to approve the recommendations with amendments. The document was approved unanimously. The Metadata Subcommittee will continue be responsible for revisions to this document.

Further activities for the Metadata Subcommittee will include updating the Indiana Memory Dublin Core Metadata Guide to agree with the IN-DPLA recommendations, and to create a fill-in-the-blank worksheet version of the guidelines.

New Business:

Mr. Speer requested the assistance of the Outreach Subcommittee and the full Advisory Committee to arrange and host at least four IN-DPLA regional meetings to occur in October. These meetings would highlight collections, give general DPLA information, and talk about work of the Advisory Committee so far. A survey will be sent to the committees and DPLA representatives in Indiana following the meeting.

Elections to the Executive Committee, including the officers, will occur electronically before October 1.

ISL will work with Indiana Library Federation to ensure the committee can present a poster session at the ILF annual conference.

The date of the next meeting will occur in early November. ISL will send out a poll following the meeting.

The meeting adjourned at 2:12 p.m.

Respectfully submitted,
Amanda Hurford